

SECTION 2

TERMS * DEFINITIONS * ACRONYMS

The following is a list of federal, state and local terms, acronyms and definitions used throughout the Manual for the program administration of The Emergency Food Assistance Program (TEFAP) in Indiana.

FEDERAL

ADA - Americans with Disabilities Act - Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services and to afford our businesses and services the opportunity to benefit from the patronage of all Americans. To receive an ADA compliance checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center call 1-800-949-4ADA.

AMS - Agricultural Marketing Service - United States Department of Agriculture agency responsible for purchasing food products such as meat, poultry, fruits and vegetables.

ASCS - Agricultural Stabilization and Conservation Service - United States Department of Agriculture agency responsible for purchasing food products such as grains, dairy, peanut and oil products under price support activities.

CFR - Code of Federal Regulations - Contains the regulations governing all federal programs. TEFAP is covered in Section 7 CFR 250 and 251.

CSFP - Commodity Supplemental Food Program - This program is to provide supplemental foods and nutrition education to eligible persons through State or local agencies. Funded by USDA.

CFN – Community Food and Nutrition Program – A statewide program that provides education, training, recipes, a web based data file for all food organizations in Indiana, and a Food and Nutrition Newsletter for all TEFAP food outlets in Indiana. Funded by HHS.

Food products – Dry, refrigerated and/or frozen food product (commodities) that are made available for donation by the United States Department of Agriculture.

FNS – Food and Nutrition Service – A Division of the United States Department of Agriculture responsible for the nationwide administration of several federal nutrition programs; including TEFAP.

GAO – General Accounting Office – A non-partisan support agency of the United States Congress. Performs accounting, investigative and research duties for both the House and Senate.

FNSRO – Food and Nutrition Service Regional Office –The United States is divided into seven regions. The Mid-West Regional IV office is located in Chicago, Illinois. States in the Mid-West Region are Indiana, Illinois, Ohio, Michigan, Minnesota, and Wisconsin.

OMB – Office of Management and Budget - The agency within the Executive Branch of the United States government that prepares and oversees the federal budgets.

TEFAP – The Emergency Food Assistance Program - The federal title for the distribution of USDA food products for households in the United States. Funded by USDA.

USDA – United States Department of Agriculture - Cabinet level agency responsible for federal aspects of TEFAP and other federal agriculture and nutrition programs.

STATE

DFC OFFICES – The Division of Family and Children County Offices –

These are the former county welfare offices.

FSSA - Family and Social Services Administration - The umbrella department created by the Indiana State Legislature. FSSA has three divisions: the Division of Aging and Rehabilitative Services (DARS), the Division of Mental Health (DMH) and **the Division of Family and Children (DFC)**.

Housing and Community Services Section (HCSS) is a Section within DFC and is the designated agency responsible for the administration of TEFAP.

FY - Fiscal Year – A twelve-month period used for accounting and reporting purposes. The Fiscal Year for TEFAP is October 1 to September 30. The Fiscal Year for CSFP is October 1 to September 30. The Fiscal Year for CFN is June 1 to May 30.

IDPH - Indiana Department of Public Health - The state agency responsible for public health includes the establishment and enforcement of standards concerning the warehousing and handling of food in Indiana.

LOCAL

CAA - Community Action Agency - A not-for-profit social service organization that assists low-income households. There are 24 CAAs in Indiana.

Client Choice – Allows clients to choose from all the food products and non-food products that are available in a pantry. These choices may have limitations on particular products and the number of allowable items may vary due to the availability of products. Different types of client choice are allowable due to space restrictions. However, clients must always be allowed to choose and food packages **cannot be repackaged**. See the Section 10 on Client Choice within the TEFAP Policy and Procedures Manual.

DVS - Domestic Violence Shelter – A facility that houses families that have been or are victims of domestic violence. They offer room and board as well as the ancillary services.

DRA or RA Designated Recipient Agency or Recipient Agency – Is an organization that has entered into a contract or agreement to distribute USDA food products to food outlets within the State of Indiana.

FB – Food Bank – A non-for-profit organization that can be a member of America's Second Harvest, Subsidiary Distribution Organization (SDO) or an Independent that distributes USDA food products and privately donated food in a designated service area. Food Banks can charge maintenance fees for poundage of privately donated food and non-food items. The Food Bank cannot require membership of an Outlet in order to receive USDA food items.

Food Outlet – A facility that serves meals or distributes food products that includes USDA commodities.

FP – Food Pantry – A non-profit organization that provides donated food in sufficient variety and quantity in order to meet some of the nutritional needs for a

family or individuals for a brief period of time or until other resources are available. The pantry maintains regularly scheduled hours. Privately donated and/or purchased food products and non-food products must be available on a continuous basis and distributed along with the USDA food products. (USDA food might not always be available.) Privately donated or purchased items must be maintained at a minimum of a 50% match to the USDA items at any given time. Pantry must provide Client Choice for all recipients.

Homeless Shelter – A facility where the primary purpose is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

HH – Household – A group of related or non-related individuals living as one economic unit who buy and cook food together. It can also mean a single individual living alone.

Ineligible Outlets – Ineligible outlets include: private pay or for-profit institutions, state facilities, nursing homes, jails, hospitals, orphanages, residential facilities for the aged or disabled, nutrition programs for the elderly, substance abuse centers, group homes, halfway houses, private homes, homes that receive a per diem for residents and daycare centers.

Low-Income or Needy Persons – 1) persons who, because of their economic status, are in need of food assistance, 2) persons who, because of Acts of God or man-made disasters, are in need of food assistance.

Outlet Site – Physical location where food products and non-food products are given to eligible recipient(s). Outlets may be food pantries, soup kitchens or homeless shelters. An outlet cannot be a private home, nor can USDA food products be stored in a private home.

Poverty Line – Base line established in 1955 by the United States

Department of Agriculture survey that showed an average family of four spent one-third of its net income for food. USDA multiplies the cost of the Thrifty Food Plan by three sets, which determines the poverty line for a family of four. Adjustments are made for different size families.

SK - Soup Kitchen – a facility that is a clean, secure environment that offers prepared meals free of charge to predominately needy people. Soup Kitchens serve nutritious meals in a congregate setting or take-home meals without charge, for homeless persons, transient persons and/or others in need. Meals served in homeless shelters, domestic violence shelters, and Kid's Café's are considered soup kitchens for TEFAP purposes. The 50% match of USDA items must be maintained in Soup Kitchens.